



# ***Volunteer Generation Fund***

## **Request for Proposals**

**Overview:** Volunteer Louisiana is making additional Volunteer Generation Fund (VGF) grants available to nonprofits, schools, local governments, and faith-based organizations in Louisiana. The goal of these grants is to support service projects throughout the state that meet community needs, engage community volunteers, and implement best volunteer management practices. Through the VGF, organizations throughout the state will also have access to a powerful online Volunteer Management System (VMS), as well as training and technical assistance opportunities on volunteer management best practices.

**VGF Focus Areas:** All high quality proposals will be considered, but priority consideration will be given to proposals that 1) engage significant numbers of volunteers, and/or 2) support projects in rural\* parishes

\* Rural parishes include Acadia, Allen, Assumption, Avoyelles, Beauregard, Bienville, Caldwell, Catahoula, Claiborne, Concordia, East Carroll, Evangeline, Franklin, Iberia, Jackson, Jefferson Davis, LaSalle, Lincoln, Madison, Morehouse, Natchitoches, Red River, Richland, Sabine, St. James, St. Landry, St. Mary, Tangipahoa, Tensas, Vermilion, Vernon, Washington, Webster, West Carroll and Winn.

### **Available Funds and Match Requirements:**

1. \$31,300.00 in funding is currently available to nonprofits, schools, government agencies, and faith-based organizations operating in the state of Louisiana, although additional funds may become available. The number of project volunteers should guide the requested funding level. \$15,000 is the maximum award, and any request over \$5,000 must demonstrate a deep impact and ***substantial*** volunteer engagement.
2. Grant funds may be used to purchase goods, services, tools, equipment, supplies and food/water for the project. Grants may not be used to pay salaries or other administrative or operational costs.
3. Grantees must provide a 20% match to the Award Amount. Funds may be cash or in-kind, federal funds excluded. Proposals from the 24 persistent poverty rural parishes may request alternative match on the proposal cover sheet. Alternate match will be reviewed with the applicant to identify possible alternatives. All funds are disbursed on a reimbursement basis after project completion.



### **Requirements:**

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1. Deadline for proposals is July 3, 2015, and funding decisions will be announced by July 15, 2015.
2. Projects may begin any time after July 15, 2015 and must be completed on by September 15, 2015. The VGF grant period closes on September 30, 2015, and reimbursement requests must be submitted by September 30 in order to be processed. Reimbursement requests submitted after September 30 will not be paid. .
3. Projects may also include more than one event or day of service to meet the identified need. Partnerships are strongly encouraged.
4. If funded, organizations must list their opportunity in our online Volunteer Management System and must complete a Volunteer Management Best Practices assessment and training with Volunteer Louisiana. Organizations are not required to complete the training prior to submitting an application.
5. Grantees must submit a Final Report and Reimbursement Request to receive funds.

**Note:** Volunteer Louisiana's VMS ([www.volunteerlouisiana.gov](http://www.volunteerlouisiana.gov)) is available to all applicants and to any nonprofit, government agency, school, or faith-based organization in Louisiana. The VMS can be utilized to register your organization, post your opportunities, and manage your volunteers at no cost.



## **2014 Volunteer Generation Fund**

***Volunteer Generation Fund***  
**Request for Proposals**  
**Proposal Cover Sheet**

<b>Applicant Information</b>	
Organizations Name:	Address:
Phone:	Email:
Project Title:	Project Dates:
Amount Requested:	Projected Number of Volunteers:
Parishes Served:	Is Alternative Match Requested?
Authorized Representative:	Authorized Representative Title:
Authorized Representative's Signature:	

**Proposals should be mailed or emailed to:**

**Nicholas Auck**  
**Director of Volunteer Outreach**  
**Volunteer Louisiana Commission**  
**Post Office Box 44243**  
**Baton Rouge, LA 70804-4243**  
**Email: [nauck@crt.la.gov](mailto:nauck@crt.la.gov)**

**Narrative Instructions**

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Provide a 1-3 page project narrative that includes:

- A description of you project and how it meets a need in your community
- A description of the number of volunteers you will recruit, how you will recruit them, and how they will be utilized
- A description of the parishes/areas your project serves
- A description of project partners and their roles
- A project timeline

### **Volunteer Project Budget**

#### **Project Materials/Supplies**

Item	Qty	Unit Cost	Grant Amount	Match Amount	Total Amount
Totals					

#### **Refreshments**

Item	Qty	Unit Cost	Grant Amount	Match Amount	Total Amount
Totals					

#### **Contractual and Consultant Services**

Purpose	Calculation	Daily Rate	Grant Amount	Match Amount	Total Amount
Totals					

Totals			
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